

EMPLOYMENT OPPORTUNITY

1. RPA #	003-CPA
ANALYST'S INITIALS	DM
DATE	03/11/03

DUE TO THE HIRING FREEZE YOU MUST BE SROA OR A SURPLUS ELIGIBLE EMPLOYEE IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Office Technician (Typing)	3. POSITION NUMBER 294-100-1139-XX	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF CA Consumer Power & Conservation Financing Authority	9. LOCATION (CITY or COUNTY) Sacramento		13. MONTHLY SALARY \$2390-\$2905	
8. SEND APPLICATION TO: CA Power Authority 901 P Street, Suite 142A Sacramento, CA 95814 ATTN: Tara Dunn	10. WORKING HOURS MON - FRI, 8:00 a.m. to 5:00 p.m.			
	11. PUBLIC PHONE NUMBER (916) 651-9797			
	12. CALNET NUMBER (8)		14. FILE BY Until Filled	

15. DUTIES

ESSENTIAL FUNCTIONS

Performs receptionist duties in order to ensure that the CPA reception area is staffed during business hours. Provides courteous and informative assistance to all visitors and to all telephone callers and complies with security procedures in accordance with agency guidelines. Types letters and memos for the Chief Executive Officer to effectively communicate information utilizing Microsoft Office software in accordance with agency guidelines for written communications. Tracks incoming/outgoing correspondence to maintain and update agency's files utilizing Microsoft Office software, Canon copiers and filing skills in accordance with agency guidelines. Prepares Travel Expense Claims to obtain for the CPA staff, in a timely manner, reimbursement of allowable expenses utilizing Microsoft software and the appropriate state form in accordance with all applicable Department of Personnel Administration guidelines. Mails out correspondence on a weekly basis to the CPA's Board of Directors in a timely manner in order to move written communications quickly and efficiently utilizing the internal mail pick-up system, U. S. postal service or overnight service as needed in accordance with agency guidelines. Provide clerical assistance to the CPA staff in order to facilitate work of the CPA staff by performing faxing, typing, copying, and other office functions in accordance with agency guidelines. Performs back-up Special Assistant duties to the Chairman in order to ensure that the Chairman's needs are met, phone calls answered, arrange meetings, and documents typed and distributed in accordance with the Chairman's direction.

MARGINAL FUNCTIONS

Updates information on the CPA's website utilizing the DGS' Content Manager Server to ensure compliance with state regulations and executive orders. Updates contact and calendar information for the CPA's staff in order to ascertain the location of CPA staff at all times utilizing Microsoft Outlook and other tools as requested in accordance with agency policy. Maintains office faxes and copies and reports any equipment problems to the equipment coordinator in accordance with agency policy.

16. DESIRABLE QUALIFICATIONS

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; proficiency in MS Office and MS Outlook.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide variety of vocabulary, grammar and spelling; communicate effectively; type at speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

- Extensive knowledge and use of Microsoft Office software
- Excellent organizational skills
- Dependability and excellent attendance record
- Flexible and able to re-prioritize assignments
- Excellent telephone techniques and customer service skills
- Skill to communicate on a one-to-one basis for the purpose of obtaining and imparting information

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Ability to effectively work under stress and deadlines.
- Ability to hear, see, read, write and speak in a clear and concise manner.
- Ability to sit for extended periods of time, stand, walk, climb stairs, pull, bend and stoop.
- Ability to lift up to 50 pounds, and use of fine motor skills for computer use.

17. SELECTION CRITERIA

Due to the hiring freeze, only SROA and Surplus eligible employees will be considered. Applications will be screened and interviews may be scheduled.